

STATE AGENCY CO-LOCATION COMMUTE TRIP REDUCTION PLAN

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INTRODUCTION

The Commute Trip Reduction (CTR) Efficiency Act, adopted by the Legislature in 2006 requires the State to assume a leadership role in CTR programs. One way mandated to foster leadership is to have state co-located worksites with one hundred or more state employees, no matter how many agencies, implement a CTR program.

The State Agency Co-location CTR Plan was adopted by the Interagency CTR Board in compliance with RCW 70.94.551 (2) that states “state agencies sharing a common location in affected urban growth areas where the total number of state employees is one hundred or more shall, with assistance from the Department of General Administration, develop and implement a joint commute trip reduction program.”

The State Agency Co-location Commute Trip Reduction Plan (herein referred to as the “Co-location CTR Plan”) outlines the basic program elements and supporting strategies that are to be included in CTR programs located at worksites with one hundred or more state employees regardless of the number of state agencies. The Co-location CTR Plan will provide consistency among state worksites that house one hundred or more state employees and more than one agency and will be the basis upon which the CTR Co-Located Programs are developed and implemented. (*Link to Co-Located CTR Program Template*)

“Affected urban growth areas” referred to in RCW 70.94.524 means:

- ◇ An urban growth area, designated pursuant to RCW 36.70A.110, whose boundaries contain a state highway segment exceeding the one hundred person hours of delay threshold calculated by the department of transportation, and any contiguous urban growth areas; and
- ◇ An urban growth area containing a jurisdiction with a population over seventy thousand that adopted a commute trip reduction ordinance before the year 2000, and any contiguous urban growth areas

State worksites in the urban growth areas in Clark, King, Kitsap, Pierce, Snohomish, Spokane, Thurston, Whatcom and Yakima counties are affected by this definition.

The Interagency CTR Board adopted the definition for a CTR affected state worksite as follows:

- ◇ A “CTR affected state worksite” is a state-owned or leased building or group of buildings with a total of 100 or more state employees of one or more agencies.
- ◇ A “common location” for state agencies can be a single worksite/building or multiple worksites/buildings as determined by the local jurisdiction in collaboration with the Department of General Administration (GA) and the affected agencies. Examples:
 - a. One building housing a single state agency with 100 or more employees.
 - b. One building with a total of 100 or more state employees and two or more agencies.
Examples: Natural Resources Building, General Administration Building, Legislative Building in Olympia, Edna L Goodrich Building in Tumwater, and the Ecology Building in Lacey.

- c. Two or more buildings in close proximity with 100 or more state employees and a single agency. *Examples:* Department of Health in Tumwater, Employment Security in Olympia, DSHS Blake East & West in Lacey, DSHS in Tacoma.
- d. Two or more buildings that collectively house at least 100 state employees assigned to two or more agencies. *Example:* Point Plaza West in Tumwater – four agencies.

Note: local ordinances may have additional elements that would apply.

State Leadership Role (As adopted by the Interagency CTR Board, 3/07)

The Washington State Legislature, State Agencies, and Institutions of Higher Education recognize the crucial leadership role they have to develop and implement effective commute trip reduction (CTR) programs. Successful CTR programs will reduce commute trips, enhance agency sustainability plans, ensure transportation-friendly location of state worksites, encourage ridesharing, walking and cycling, and will support the reduction of greenhouse gas emissions, the Governor's Climate Change Initiative and Wellness Initiative for state employees. State Agencies and Institutions of Higher Education demonstrate their commitment to the goals and mission of CTR by allocating resources and funding in their budget planning process.

Therefore, state agencies and institutions of higher education shall aggressively develop and implement substantive CTR programs to reduce commute trips by state employees. These programs shall be designed to enhance agency sustainability plans, ensure that state facility locations encourage ridesharing for employees and customers, reduce energy consumption and congestion in urban areas, and reduce air and water pollution associated with vehicle travel. Allocation of agency resources and funding to CTR programs during agency budget planning is a key indicator of an agency's commitment to the goals and mission of CTR.

CTR PROGRAM STRUCTURE

1. The Co-Located CTR Program will have an **opening statement** of why the CTR program has been developed, i.e. "X has developed this CTR Program in response to the CTR Law (RCW 70.94.521-551), requirements of the City of Y, and the guidelines from the Governor's CTR Board and the Interagency CTR Board."
2. The Co-Located CTR Program will have a statement of its **intent**, i.e. "The CTR Law benefits our community by protecting the environment, enhancing our resources and maintaining and improving our quality of life. Each agency in this CTR program is committed to reducing the number of single occupant vehicles traveling to the worksite by encouraging employees to use alternatives to driving alone. Alternatives include walking, bicycling, carpooling, vanpooling, riding the bus, train or ferry, working a compressed work schedule or teleworking."

Note: All state employees at the worksite should be eligible to participate unless there is a significant reason to not include all state employees.

3. The Co-Located CTR Program will state the **CTR Program Goals:**
 - ◇ Reduce vehicle-generated air and water pollution.
 - ◇ Reduce vehicle-generated energy consumption.
 - ◇ Reduce traffic congestion.

- ◇ Optimize the use of existing and future transportation systems, minimize costs and preserve resources.
4. **Program Administration** shall be through a complex-wide CTR Committee. The CTR Committee could be a subcommittee of the Tenants Committee or Parking Committee and must include representation from all agencies. The membership is to include both management and staff. One agency will take the lead as the main contact to the State Agency CTR Program Manager at the Department of General Administration (GA) and the local jurisdiction. The lead agency's role may rotate on a specified schedule of not less than two years in order to complete a full reporting and employee surveying cycle.
5. **CTR Committee Structure**
- ◇ **Members:** Each agency or group of agencies is to be represented by on-site CTR Representatives, Employee Transportation Coordinators (ETC), and/or members of the worksite's Parking Committee. If the worksite has a number of small agencies, they may choose to have one representative among them. All members' contact information is to be submitted to the State Agency CTR Program Manager at GA and the local jurisdiction for inclusion in email alerts, invitations to training, local events, networking sessions, etc.
 - ◇ **Lead Agency Role:** The lead agency role may rotate among the participating agencies determined through a process or a rotation cycle. The lead agency shall serve at least two years (to complete a full CTR survey cycle) and will be the main contact to the local jurisdiction and the State Agency CTR Program at GA. When there is a change in the lead agency, the jurisdiction must be notified of who the new lead is as soon as this change is determined.
 - ◇ **Meetings:** The committee must meet at least quarterly once the CTR program is fully implemented. Additional meetings are to be held for special events such as Wheel Option Campaigns, Bike to Work and transportation fairs, CTR employee surveying and producing the CTR reports to the local jurisdiction.
6. **Committee Responsibilities**
- ◇ **Employee Surveys:** Conducted every two years or as directed by the local jurisdiction. Each agency will survey its own employees and have its own worksite ID number issued by WSDOT. The CTR Committee will ensure that all agencies participate and that the surveys process is conducted consistent with the instruction received from the local jurisdiction. To be valid, agencies must achieve a seventy percent response rate. Each agency will receive its own survey report. The highest ranking official of each agency at the worksite will be required to sign the report. Agencies may choose to have the agency head be the signer.
 - ◇ **CTR Program Reports:** Each worksite will be required to provide a CTR Program Report to the local jurisdiction on a form designated by the jurisdiction. Each jurisdiction determines if the report is to be annual or every two years. (*Note:* a list of the counties reporting cycles will be included in the appendix.) All agencies will be identified and included in the report. The highest ranking official of each agency located in the co-located site, the agency head, or an authorized designee of the agency will be required to sign the report.

The CTR report shall be a collaboration of the CTR Committee and each agency's CTR Representative. The Program Report shall distinguish where agencies differ from one another, such as in number of employees, incentives, subsidies, telework and flextime policies, etc. If worksites are comprised of multiple buildings, the Program Report shall report on building differences that pertain to the questions and issues being reported on. For example, if showers are available to one building's employees but not to another, this should be reflected in the report.

- ◇ **Event Planning:** Plan and implement participation in Wheel Options campaigns, bicycle commuter contests, worksite commuter fairs, etc.
- ◇ **Information Sharing:** A process to provide alternative commuting information to all employees at least yearly or as defined in the local CTR Ordinance.
- ◇ **Signature Page:** List the agencies at the worksite, and the dates signed. The signature page may be signed by the highest ranking official of each agency located in the co-located site, the agency head or an authorized designee of the agency.

CTR PROGRAM ELEMENTS

Each Co-Located CTR Program must contain the following requirements of the law:

1. Designation of a transportation coordinator and the display of the name, location, and telephone number in a prominent manner. The co-located worksite display must list a contact for each of the agencies.
2. Regular distribution of information to employees regarding alternatives to drive alone commuting. The CTR committee will have this responsibility.
3. Survey employees every two years and submit a CTR report to the local jurisdiction.
4. Implement a set of measures designed to achieve the applicable CTR goals adopted by the local jurisdiction.

Program measures may include, but are not limited to: RCW 70.94.631 (3)

- ◇ Provision of preferential parking or reduced parking charges, or both, for high occupancy vehicles.
- ◇ Instituting or increasing parking charges for single-occupant vehicles. (*Note: see RCW 41.80 regarding collective bargaining agreements on parking charges.*)
- ◇ Provision of commuter ride matching services to facilitate employee ridesharing for commute trips.
- ◇ Provision of subsidies for transit fares.
- ◇ Permitting the use of the employer's vehicles for carpooling or vanpooling.
- ◇ Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools
- ◇ Cooperation with transportation providers to provide additional regular or express service to the worksite.
- ◇ Construction of special loading and unloading facilities for transit, carpool, and vanpool users.

- ◇ Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work.
 - ◇ Provision for program of parking incentives such as a rebate for employees who do not use the parking facility.
 - ◇ Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes.
 - ◇ Establishment of a program of alternative work schedules, such as compressed work week schedules, which reduce commuting.
 - ◇ Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services.
5. Make a good faith effort towards achievement of the goals. This includes:
- ◇ Meeting the minimum requirements (1 – 4 above).
 - ◇ Notifying the jurisdiction of its intent to substantially change or modify its program and has either received the approval of the jurisdiction to do so or has acknowledged that its program may not be approved without additional modifications.
 - ◇ Providing adequate information and documentation of implementation when requested by the jurisdiction.
 - ◇ Working collaboratively with its jurisdiction to continue its existing program or is developing and implementing program modifications likely to result in improvements to the program over an agreed upon length of time.
 - ◇ Other elements contained in local ordinances.”

COMMUTE OPTIONS

The Co-Located CTR Program must describe options to drive alone commuting. These include, carpool, vanpool, taking the bus, ferry or train, walking, bicycling, telework, and flexible work schedules. Not all options may be available to all employees and some, such as telework and flexible schedules, may be regulated by agency policy. (*See Appendix*)

CTR PROGRAM SUPPORTING ELEMENTS

To be effective, commute options must be supported by agency management, local jurisdictions and transit agencies, the worksite CTR Committee and the following:

CTR Subsidies

State law (RCW 43.01.230) allows agencies to offer CTR subsidies to employees who use alternative commute modes. Each agency must provide the funding for the CTR subsidies it may offer using either internal funds or parking fees collected at leased facilities. Agencies may develop and implement a financial subsidy program that encourages significant trip reductions among its employees. The Co-Located CTR Program must provide agency-specific subsidy information that follows the Subsidy Tracking Guidelines adopted by the Interagency CTR Board. See: www.ga.wa.gov/CTR/guide.htm.

There are two types of subsidies an agency may offer: a non-taxable transit subsidy (bus, vanpool, train, or ferry) and a taxable cash subsidy (carpool, walking, bicycling). In order to be non-taxable, the subsidy must be provided via voucher, monthly transit pass or ticket books.

The Co-Located CTR Program must list the subsidies provided by each agency within the body of the program. Details of each agency's subsidy program are to be included in an appendix.

Ride Matching Assistance – RideshareOnline.com

Ride matching assistance is an important asset to an effective commute trip reduction program. RideshareOnline.com provides free, comprehensive ride match assistance to anyone who lives or works in Washington State. Its database contains commuters from the entire state, providing the user a wide range of potential carpools or vanpools.

CTR representatives are encouraged to use this service instead of establishing an in-house database that they must maintain themselves. RideshareOnline.com can provide complex, state wide matches. Individuals can enter their information and receive matches on their own or, if preferred, the CTR representative can limit the ride match search to employees just at his or her worksite. The CTR representatives can personalize Rideshareonline.com to include employer promotions and incentives. The large pool of individuals in the state ride match database provides additional support for internal efforts.

For more information visit the Ride Share website – www.rideshareonline.com.

Emergency Ride Home Program (ERH)

See Emergency Ride Home Program Guidelines www.ga.wa.gov/CTR/guide.htm

A common objection employees have to using alternative commute options is that in the event of a personal emergency during the workday – with themselves or their families – a personal vehicle would be needed. An emergency ride home program can be thought of as a “smart commuting insurance policy.” ERH is available in all of the CTR affected counties.

Typically, ERH provides a free taxi ride to state employees in emergency situations or when unplanned overtime is required. The ride may be to the employee's home, child's school, doctor's office or a park and ride lot. Secondary stops are allowed (i.e. to pick up a sick child or a prescription), but only if pre-approved by the agency. An employee is eligible if he/she has taken the bus, carpooled, vanpooled, bicycled or walked to work that day. The number of emergency ride home trips is limited to between four and eight rides per employee per year with only half allowed due to unscheduled overtime. Subject to agency approval, state vehicles may be used as long as the emergency does not include picking up a non-state employee, such as a sick child or spouse, and the employee is not too sick or distraught to drive.

The Co-Located Worksite's CTR Program must outline how the ERH will be implemented, i.e. what process an employee would follow in the case of an emergency.

AMENITIES AT THE WORKSITE

◇ Bike racks or bike cages

Bicycle racks or bike cages – preferably covered – provide a place for the bicycle commuter to park or store a bicycle. The worksite CTR program should describe the facility options available to bicycle commuters, including, if allowed, inside the building – and where.

◇ Showers/Lockers

Showers and lockers offer walkers and bicyclists a place to change clothes before reporting to work. If none are located in the worksite, provide information to the closest facility where an employee may find showers and lockers.

◇ **Other**

There may be other amenities available to employees at the worksite, such as daycare, ATMs, cafeterias, cleaners, etc. that can be included as a supporting element in the CTR program.

PARKING

Parking is a key element of any CTR program. When there is an abundance of employee parking and where there is no charge for parking, employees tend to drive alone to work.

Describe in detail the parking situation at the worksite, including parking for carpools and vanpools. Is there a formal parking management plan or program? If so, describe. Are the parking stalls assigned – or is it zoned? Is there visitor parking? Is there a charge to employees for parking? If so, how much and how are the fees used by the worksite?

INFORMATION AND COMMUNICATION

The CTR Law and local CTR ordinances require that commuting information be distributed to employees on a regular basis. Changing attitudes and behavior requires consistent, frequent reinforcement. Current employees need to be exposed, often, to messages reminding them of the CTR Program, as well as of the benefits of choosing an alternative to driving alone. New employees need to be informed about the Co-Located CTR Program and individual agency programs as soon as possible after they are hired.

Each Co-Located CTR Committee will be responsible for producing a flyer or brochure that summarizes the CTR program. This tool will be distributed (hard copy or e-mail) to employees at least annually and shall be posted in an accessible site visible to employees. This includes agency intranet sites.

Effective methods may include:

New Employee Orientation

Orientation sessions for new employees are an opportunity to distribute program information and explaining the Co-Located CTR program and commute options that stress alternatives to driving alone. The CTR Committee will develop a CTR element for each agency to use in their new employee orientation.

Commuter Information Center

The CTR Law requires that affected CTR worksites display a CTR information board. The CTR Committee will establish and help maintain permanent displays in visible and accessible locations throughout the building (or as applicable). The displays will contain information on alternative commute options and promotional material. A summary of the CTR Program and the names of the CTR representative and CTR committee members will be posted.

Flyers and Posters

Material posted on bulletin boards or other highly visible sites are valuable in keeping the CTR Program in front of employees. The CTR Committee will maintain bulletin boards for this purpose. Material should be posted at least quarterly or as required in local CTR ordinances.

Newsletter Articles

Periodic short articles about alternative commute options in the agency/worksites newsletter are a good method to communicate to employees about the CTR Program. Articles inform employees

about who to contact for specific information, let employees know about changes that may impact their commutes, incentives available, upcoming events or feature articles on employees who use alternative commute options, recognizing their accomplishments.

E-Mail

When available, email may be used to distribute information about alternative commute options to all the employees in the co-located worksite.

Presentations to Work Groups and Management Teams

Recognizing that the communication methods described above are only partially effective, agencies within the worksite will emphasize information distribution and communication about alternative commute options through presentations to small work groups and management teams. Members of the CTR Committee or other experienced users of the various alternative commute modes would be asked to do the presentations. In addition, small group presentations are more effective in trying to educate employees about how to accomplish the desired behavior changes which is to reduce drive alone trips.

Special Events

Special events provide an opportunity to distribute information and promote the CTR Program in new and innovative ways. Co-located worksites may participate in the statewide bi-annual Wheel Options Campaign (March and October). Other events include bicycle commuter contests (May), incentives on rideshareonline.com, as well as events promoted by local transit agencies and local jurisdictions.

Recognition

Recognition is an important aspect for a successful CTR program; therefore, it is vitally important to acknowledge progress and achievement--for the individuals “just trying” alternatives for the first time, as well as those who are “long time” participants. This can be done through rewards and incentives, as well as through recognition programs.

The CTR Committee will develop a complex-wide recognition program to acknowledge eligible employees for using alternatives—new participants, as well as long time participants.

APPENDIX A

COMMUTE OPTIONS

The Co-Located CTR Program must describe options to drive alone commuting. These include, carpool, vanpool, taking the bus, ferry or train, walking, bicycling, telework, and flexible work schedules. Not all options may be available to all employees and some, such as telework and flexible schedules, may be regulated by agency policy.

Carpooling

Carpooling is one of the most flexible, affordable and convenient ways for employees to commute.

A carpool is a vehicle occupied by 2 to 6 people sharing the ride to work and resulting in the reduction of at least one vehicle commute trip. (CTR Guidelines)

Additional conditions of a carpool:

- ◇ Persons under 16 years of age commuting in a carpool do not count as carpool members because they do not eliminate a vehicle trip.
- ◇ Taking children to and from day care or school does not constitute a carpool if there is only one adult in the vehicle because no vehicle trip is eliminated.
- ◇ Not all members of the carpool need to be state employees.
- ◇ Family members commuting together are a carpool.
- ◇ The driver of the carpool vehicle must be a state employee **if** the vehicle is to be parked in a state worksite parking lot.
- ◇ Agencies may choose to allow different configurations for carpools. However, to qualify as a carpool on the state CTR survey, more than half the trip has to be made with two (2) or more persons over the age of 16 in the vehicle.
- ◇ Specific building policies may apply, i.e. that all carpoolers must be located in the same building.

The Co-Located CTR Program must specify how carpool parking will be implemented. If there is paid parking, will the carpoolers receive free or discounted parking? On days when the members do not carpool, will the vehicle be allowed to park in a carpool/vanpool designated space? If there is paid parking, will the carpool members be provided vouchers for a specified number of days to park when they must drive alone?

Example 1: In order to qualify to park in the designated carpool/vanpool spaces, each carpool must have a minimum of two employees assigned to the worksite and must commute together for at least 51% of their commute distance.

Example 2: Carpool partners do not have to work in the same building to qualify as a carpool or to park in a carpool/vanpool reserved space. However, if the carpool vehicle is to be parked in a carpool space, the driver must be employed at the worksite and must carpool on the days the vehicle is parked in a carpool/vanpool reserved space. *Note:* Two-person carpool arrangements do not have to have reserved parking. They could be required to park in the employee's general parking areas.

Example 3: Capitol Campus: Carpools must register through the Department of General Administration's Office of Parking Services. The cost for parking for a two-person carpool will be split between the employees through payroll deduction. A three or more person carpool may park free of charge in a reserved carpool/vanpool space. Employees may purchase \$1 day parking passes to use on days they must drive alone. All employees in the carpool must be employed on the Capitol Campus. Agencies may choose to provide daily parking passes for employees who used an alternative commute mode.

Example 4: Where there are co-located parking programs, regulations for carpool parking will be noted in the parking plan or program.

Vanpooling

Because they keep more vehicles off the road than carpools, vanpools are an even more efficient way to commute. Vanpools work best for commute distances of over 10 one-way miles.

A vanpool is a vehicle occupied by 7-15 people sharing the ride to and from work and resulting in the reduction of a minimum of one vehicle trip. (CTR Guidelines)

In Washington State vanpool programs are owned and operated by the local transit agency. The only county in an affected urban growth area currently without a viable vanpool program is Clark. (*Note:* C-Tran is currently evaluating the implementation of a vanpool program.) The transit agencies supply, insure and maintain the vanpool vehicles for qualified groups of commuters. The cost of the vanpool is divided among the riders. Typically, the driver(s) do not pay a fare. Where there is a large pool of employees, vanpooling is a viable commute alternative.

It is important to specify how vanpool parking will be implemented. The driver of the vanpool must be employed at the worksite if the van is to be parked at the worksite. If there is paid parking, determine if the vanpool receives free or discounted parking and whether the members of the vanpool will be provided with a number of days of free or discounted parking, i.e. on the Capitol Campus vanpools do not pay a parking fee and members may purchase up to eight \$1 day passes for days when they are unable to vanpool.

Public Transit

Public transit is an important element of the transportation system in many cities and is a viable commute option for many employees. Transit can be a vital part of worksite CTR programs in those areas where transit exists.

Transit is a multiple-occupant vehicle operated on a for-hire, shared ride basis, including bus, train, ferry, shuttle bus, and vanpool. Transit is actually a broad array of services and facilities, from fixed route to demand response to rail and ferry service.

Co-Located CTR Programs must describe the area surrounding the worksite noting the number of transit stops and their walking distance to the worksite. *For example:* ABC is located on a major arterial close to other major and minor arterials and access to the Interstate. Transit Company X provides regular, frequent bus service to this worksite. There are X number of transit stops

located within three blocks of the worksite. All X buses have bicycle racks and are lift-equipped to accommodate individuals with limited mobility.

Public Transit Information Assistance

To facilitate employees trying to ride transit for the first time, most transit agencies will provide personalized guidance through the assistance of the CTR representatives or current transit riders. In addition, the CTR Representative or ETC will utilize the services of the public transit agency to provide personalized “trip plans” for interested employees. The commuter information center at the worksite will display transit routes and schedules.

Public Transit by County

Clark County – C-Tran: www.c-tran.com.

C-TRAN provides fixed route transit service and innovative transit services (Connectors) including general purpose dial-a-ride, deviated fixed route, and feeder service. Para transit service is provided in accordance with the Americans with Disabilities Act (ADA). C-TRAN also offers vanpool options in coordination with Metro, providing another ridesharing alternative to local employers and their employees. All vehicles in C-TRAN’s fleet are lift-equipped. All fixed route buses have bicycle racks in addition to bike racks and lockers at transit centers.

C-TRAN’s service boundary includes the city of Vancouver and its urban growth area and the city limits only of Battle Ground, Camas, La Center, Ridgefield, Washougal, and the Town of Yacolt. In late 2007 C-TRAN implemented a service re-design that provides service to additional destinations, new late night service on key urban routes, and the opening of the 99th Street Transit Center at Stockford Village which includes a 610 space park and ride.

C-TRAN offers monthly passes as well as an Annual Pass program available to local employers. Pass by Mail and E-Pass programs offer additional convenience in purchasing C-TRAN passes. Trip planning assistance is available by calling 360-696-4494. Online trip planning is available.

Grays Harbor County: Grays Harbor Transit: www.ghtransit.com

Grays Harbor Transit operates routes throughout Grays Harbor County with connecting routes to Mason Transit in McCleary and to Intercity Transit in Olympia.

STAR Pass holders are eligible for the Grays Harbor STAR Pass subsidy program. Additional information can be found at www.ga.wa.gov/CTR/starpass.htm.

King County: King County Metro:

Transportation information: Employees can gain access to up-to-date transportation information, including information for all transit agencies in the Seattle Metropolitan area and the Washington State Ferries by checking into <http://transit.metrokc.gov>. Telephone information is available by calling (206) 287-8463 or toll free 1-800542-7876.

Ridesharing/commuter vans: www.RideshareOnline.com, Washington State’s online ride matching system provides instant access to interested carpool and vanpool partners. By telephone call 1-888-814-1300 for direct staff assistance. New vanpool participants may be eligible for special incentive pricing and rewards.

Employer pass products: Flexpass is an employer-based transit, HOV and non-motorized commute benefits program designed to provide flexible alternative commute options and

subsidies to employees. FlexPass includes services from King County Metro and Sound Transit. Depending on an employer's geographic location, FlexPass may also include services from Community Transit and Pierce Transit. Washington State Department of Transportation has purchased a customized Flexpass. Other state agencies are eligible to purchase Area FlexPass at a reduced cost for their employees. For employer information, call King County Metro's employer commute assistance line at 206-263-3444, email at employer.program@kingcounty.gov or visit our website at <http://transit.metrokc.gov/FlexPass>.

Kitsap County: Kitsap Transit: www.kitsaptransit.org

Kitsap Transit operates 45 total routes, Monday through Friday; 17 of which are commuter hours only. The agency operates 23 fixed routes on Saturdays and 21 fixed routes on Sundays. All of Kitsap Transit's buses are equipped with racks for bicycles. Most of the transit centers have bicycle racks and lockers.

Kitsap Transit operates 120 vanpools and 32 worker/driver buses and operates service at 29 park and ride lots with a total capacity of 2,819 parking spaces and approximately 180 bus shelters.

Kitsap Transit coordinates extensively with the Washington State Ferries (WSF) and provides service, particularly at peak hours, to all WSF terminals—Southworth, Bremerton, Bainbridge Island, and Kingston. Kitsap Transit buses, especially at peak hours, meet and wait for ferry landings.

Kitsap Transit provides service to many of the public elementary, middle, and high schools in its service area, as well as the Olympic Community College in Bremerton and Poulsbo.

Kitsap Transit provides demand response *ACCESS* (paratransit) services to the elderly and persons with disabilities. Kitsap Transit also has a program called VanLink service, through which the agency provides vans to local social service agencies to transport their clients. Kitsap Transit operates a vanpool program as part of its Rideshare program. There are 116 commuter vans in the vanpool program, 42 vans in the VanLink program, and the two programs share 12 spares. Kitsap Transit also provides buses for 26 Worker/Driver subscription commuter routes to the Puget Sound Naval Shipyard in Bremerton.

Kitsap Transit is the lead agency for commute trip reduction in Kitsap County.

For more information call 360-377-buss (2877) or 1-800-501-7433 or visit the Kitsap Transit website at www.kitsaptransit.org.

Mason County: Mason Transit: www.masontransit.org

Mason Transit operates a regional system with destinations in adjacent counties making connections to six transit systems (Kitsap, Jefferson, Clallam, Grays Harbor, Intercity and Pierce). Dial-a-ride services and eight (8) routes operate from 7:30 am to 8:30 pm Monday through Saturday.

Mason Transit also provides bus services with four coaches originating in Mason County to Kitsap County for Puget Sound Naval Shipyard employees under the Worker/Driver Program. With the expansion of our vanpool program in 2005, 15 new vanpool vehicles were acquired with 13 in service at this time. Mason Transit has over 40 vehicles consisting of coaches, body on chasis, vans with seating capacity ranging from 12 persons up to 45.

Mason Transit operates fare-free within the County. Out of county fares are \$1.00. STAR Pass holders are eligible for the Mason Transit STAR Pass subsidy program.

See www.ga.wa.gov/CTR/starpass.htm

Pierce County: Pierce Transit: www.piercetransit.org

Pierce Transit, Washington's second largest transit agency, serves Pierce County's 775,000 residents in a 414 square mile area. Pierce Transit operates 49 local routes, 6 express routes, and provides nearly 300 vanpools that serve hundreds of worksites throughout the Puget Sound region. Pierce Transit also offers customized worksite transportation assistance that provides effective commute options and benefits for employees.

Pierce Transit serves as a vital link in our regional transportation system by making connections with: Intercity Transit in Pierce and Thurston Counties; King County Metro in King County; Pierce County Ferries at Steilacoom; Washington State Ferries at Pt. Defiance; Amtrak at Downtown Tacoma; and Greyhound. Sound Transit express buses link light rail & Sounder trains from the Tacoma Dome Station.

Puget passes can be purchased at not only Pierce Transit's five outlets, but at a variety of Fred Meyer, Key Bank and other outlets throughout the county. Passes can also be purchased online at piercetransit.org (click on "E-store" tab). Also, Pierce Transit's Trip Planner instantly creates a free itinerary for transit trips within the Puget Sound region.

For more information call Customer Services at 253.581.8000 or 800.562.8109.

Snohomish County – Community Transit: www.communitytransit.org

Community Transit operates 33 local bus routes throughout Snohomish County, 31 commuter routes to downtown Seattle, the University of Washington and the Eastside, and serves 2,100 bus stops and more than 35,000 passengers a day.

In addition, Community Transit offers DART paratransit service throughout Snohomish County, carpool matching, has one of the nation's largest vanpool programs and offers travel training to disabled and senior citizens and those whose native language isn't English.

Earlier this year, Community Transit added a double-decker bus to its commuter service, making it only the second transit agency in the country to have such a bus in regular service.

Community Transit offers a money-saving PugetPass, good on all Community Transit, Everett Transit, King County Metro, Pierce Transit and Sound Transit services. There is also a PugetPass option allowing riders to take designated ferries. An EdPass and U-Pass are available for rides to Edmonds Community College and the University of Washington, respectively, and an Edmonds Youth Pass is available for high school students.

Community Transit offers an Employer Outreach program to help individual employers develop programs that meet specific trip reduction needs as required by state law. These include vanpool and carpool and parking management.

For more information on Community Transit's programs, call the agency 425-353-RIDE or 800-562-1375 (bus information) or 888-814-1300 (carpool and vanpool information) or visit www.communitytransit.org.

Everett Transit: <http://www.everettwa.org/default.aspx?ID=290>

Everett Transit (ET) can take you most anywhere within the City of Everett. ET's fixed-route and Para Transit buses operate seven days a week including holidays.

Everett Transit connects to the Everett Station, which is home to the ET Customer Service Center as well as WorkSource, WorkForce, The University Consortium and Espresso Americano, Amtrak, Greyhound, Northwest Trailways, QuickShuttle, and Sound Transit. Community Transit provides service from Everett Station.

Spokane County – Spokane Transit: www.spokanetransit.com

Spokane Transit Authority (STA) operates within an area encompassing approximately 372 square miles of Spokane County which includes approximately 387,635 residents or 87 percent of the county population. STA is governed by a Board of Directors consisting of nine members appointed by the membership of the elected governing bodies of Spokane County and the six cities and one town (Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, City of Spokane Valley and City of Spokane) included within its boundaries.

STA's Fixed Route service is comprised of 39 routes operating on published schedules 365 days a year. Additionally, special event service is provided for many community events. The fixed-route fleet consists of 135 vehicles (125 buses; 3 streetcar replicas; and 7 vans) that range in age from one to twenty years. All buses purchased after August 1990 are either lift or ramp equipped in accordance with the Americans with Disabilities Act (ADA). Currently, 100% of the bus fleet is either lift or ramp equipped. In 2006, STA's fixed route service provided 8,408,678 passenger trips and operated 402,533 revenue hours while traveling 5,570,692 revenue miles.

The Paratransit Department is responsible for all paratransit service conducted either by STA or by a private contractor selected by STA. All services provided are in compliance with federal and state laws for services to people who are disabled. Paratransit service is available the same days and hours as fixed route service. Spokane Transit's paratransit fleet is comprised of 67 owned vehicles with a capacity for up to 14 passengers each. Contracted/purchased transportation supplements STA's service as the primary service provider during early mornings, nights, and weekends and augments capacity during peak service hours. The contracted service fleet is comprised of 31 vehicles. STA's paratransit service provided 493,981 passenger trips and operated 167,479 revenue hours and 2,549,716 revenue miles in 2006.

The Vanpool Program augments STA's public transportation system through the assignment of passenger vans to vanpool groups. The 74 vans in the program are comprised of 58 14/15-passenger vans and 6 8-passenger vans. This program is scheduled to grow to 94 vans in 2007. A vanpool can be formed by a group of 8 to 15 people whose origin or destination is within the STA service area. STA's rideshare program transported 163,826 passengers in 2006 while operating 17,462 revenue hours and 609,385 revenue miles.

Molly Myers, Communications Manager, (509) 325-6000; mmyers@spokanetransit.com
Website:

STA partners with Spokane County's CTR Program, especially with marketing.

Thurston County – Intercity Transit: www.intercitytransit.com.

Intercity Transit, Thurston County's public transportation provider, serves Olympia, Lacey, Tumwater, and Yelm. The agency also provides service to Pierce County where passengers can connect with service to SeaTac, Seattle, and areas to the north.

Other services include: Dial-A-Lift service for people with disabilities that prevent them from riding regular buses; vanpool and carpool matching programs; free, one-on-one travel training; a community van program; and a transportation program for Welfare to Work recipients. For information, contact Customer Service at 360-786-1881 or visit www.intercitytransit.com.

The **State Agency Rider (STAR) Pass** is provided to employees assigned to a state worksite in Thurston County through a partnership between the State and Intercity Transit. State employees in Thurston County can ride **without charge** on any Intercity Transit route, including the express service between Tacoma and Olympia. Employees with state photo ID will receive a sticker that will identify them as STAR Pass riders to Intercity Transit drivers. STAR Pass holders who commute to Thurston County on the Olympia Express Route on Pierce Transit buses are eligible for a transit subsidy through the State Agency CTR Program at GA. *Note:* beginning in early FY-08, STAR Pass holders who commute to Thurston County on Mason Transit or Grays Harbor Transit will also be eligible for a transit subsidy through GA.

For more information about the STAR Pass or how to get a STAR Pass, please contact: www.ga.wa.gov/CTR/starpass.htm or ctrmail@ga.wa.gov.

Whatcom County: Whatcom Transportation Authority: www.ridewta.com.

The Whatcom Transportation Authority (WTA) serves the citizens of Western Whatcom County with safe, reliable, and friendly public transportation services. Approximately 14,000 times per weekday, someone boards a WTA Fixed-Route or Specialized Transportation Bus to go to work, school (Middle School, High School and College), shopping, the doctor, or other destinations.

WTA operates 32 fixed route bus routes, all of which use ADA accessible vehicles and are equipped with bicycle racks. A concentrated network of bus routes serves the more densely populated areas of Bellingham with connections between Bellingham and Ferndale, Lynden, the Lummi Nation Reservation, and Mount Vernon. Flex service is provided in the Everson, Nooksack, Sumas, Deming, Kendall, Sudden Valley, Blaine, and Birch Bay areas. WTA operates a vanpool program with 29 vehicles, primarily geared toward commuters. WTA is a partner in Whatcom Smart Trips, a program that encourages community members to make more of their trips by walking, bicycling, sharing rides and riding the bus. While many commuters participate in Smart Trips, the program is open to everyone and focuses on all trips, not just work trips. WTA operates Emergency Ride Home for WTA pass holders and Smart Trips participants.

WTA passes can be purchased at 17 sales outlets or online at www.ridewta.com. For more information call Customer Service at 360-676-RIDE (7433).

Yakima County – Yakima Transit <http://www.ci.yakima.wa.us/services/transit/>

Yakima Transit serves the City of Yakima. In June of 2005, limited transit service began to Selah and Union Gap. The transit system consists of eleven separate bus routes that operate from 6:00 AM to 7:00 PM Monday through Friday. Saturday and designated holiday schedules consist of eight bus routes that run on an hourly schedule from 8:45 AM to 6:30 PM. There is currently

no transit service available on Sunday. The majority of CTR affected employers are located adjacent to Yakima Transit bus routes. Unfortunately, due to limited routes and schedule, many commuters live outside the scheduled bus routes or their commute times fall outside of the bus schedule.

Several projects are planned to enhance public transportation; expanded operating hours; secure permanent funding for Selah and Union Gap extensions; link services to nearby communities of Terrace Heights, Moxee, Yakima Training Center, Gleed, Tieton, Cowiche and Naches; offer regional transit connections to Kittitas County (Ellensburg/CWU Campus).

Yakima Transit currently has twenty vanpools operating. They will soon add an additional ten vans to their fleet. For vanpool information, contact Karen Allen at kallen@ci.yakima.wa.us or by phone at 509-576-6423.

Bicycling and Walking

Bicycling and walking offers several benefits for employees who live reasonable distances from their worksites. Walking and biking produce no pollution, consumes no fossil fuel, and is an important travel option for employees. Walking and biking provide access to transit, and may be an essential link if buses do not stop close to the worksite. Bicycling and walking are often overlooked as commute options. However, they warrant a closer look, because of the benefits they provide to the organization and to the individual.

Bicycling and walking eliminate a motor vehicle trip.

If applicable, the CTR Committee will communicate to the local jurisdiction the importance of the development of bicycle lanes adjacent to the major and minor arterials in the area. Most of the transit buses are equipped with bicycle racks to accommodate bike riders. To accommodate bicycle commuters, covered bicycle racks, showers and lockers are recommended. If the worksite has no showers or lockers available, describe what is available for those who bicycle or walk such as bike racks, cages, etc. or nearby facilities that do have showers and lockers.

Flexible Work Hours:

See Flexible Work Hours Policy Guidelines at www.ga.wa.gov/CTR/guide.htm

There are two types of Flexible Work Hours: flex-time and compressed workweeks.

Flex-Time: Allows employees, subject to agency guidelines, to select their daily starting and ending times outside of the agency's normal work hours, usually 8:00 to 5:00. Employees are required to be present during a core period of time during the day. Allowing flexibility in the work schedules of eligible employees makes it easier for them to participate in time-sensitive travel modes such as carpools, vanpools, and public transit.

By allowing employees to select their start times, peak arrival times can be spread out, reducing local congestion. The key to flex-time is that employees select their own schedule subject to agency approval.

Compressed Work Week:

See Flexible Work Hours Policy Guidelines at www.ga.wa.gov/CTR/guide.htm.

A compressed workweek schedule is one of the simplest and most cost-effective ways of reducing drive-alone trips.

A compressed workweek is an alternative work schedule that reduces the number of days an employee works within a given period while working longer hours during the remaining workdays. This option completely eliminates at least one trip every two weeks

Agencies can implement compressed workweek schedules if it is suitable to the agency's mission and the employee's position and work duties. Eligible employees, working with their supervisor and within agency policy, will select their work schedule. The most common compressed work week schedules are: 4/40 (four 10-hour days per week) or a 9/80 (80 hours in 9 days, the 10th day off) schedule.

A compressed workweek schedule totally eliminates commute trips. When a compressed schedule is combined with other alternative modes, significant reductions can be made.

Teleworking:

See Teleworking policy guidelines at www.ga.wa.gov/CTR/guide.htm.

Teleworking allows employees to reduce or eliminate commute trips by working at home or a satellite office, usually one to two days a week.

Teleworking includes the use of telephones, computers or other technology that allows an employee to work from home or from a workplace closer to home, reducing the distance traveled in a commute trip thus reducing a commute trip.

Agencies can implement teleworking arrangements if it is suitable to the agency's mission and employee's position and work duties. *Note:* Teleworking does not have to include the use of a computer. It may be that not all of the agencies in a Co-Located CTR Program are able to offer telework to their employees. This should be noted either under "teleworking" or in an appendix.

APPENDIX B

Definitions

For the purposes of this CTR Plan, the following definitions shall apply:

1. **Affected Employee:** A full time employee (35 hours or more a week) who is scheduled to begin his/her regular work day at a single worksite between 6:00 am and 9:00 am (inclusive) on two or more weekdays for at least twelve (12) continuous months.
2. **Affected Employer (State Agency):** A state agency located in a designated state worksite that employs one hundred (100) or more state employees who are scheduled to begin their regular work day between 6:00 am and 9:00 am (inclusive).
3. **Alternative Commute Mode:** Any means of commute transportation other than that in which the single occupant motor vehicle is the dominant mode. Includes carpool, vanpool, transit (bus, train, ferry), walking, bicycling, telework and compressed work weeks that result in the reduction of commute trips.
4. **Base Year:** The time period from which the commute trip reduction goals shall be based.
5. **CTR Coordinator (CTRC):** Designated by state agencies as the main CTR contact person to the State Agency CTR Program at GA. The CTRC may also serve as the agency's employee transportation coordinator (ETC).
6. **CTR Guidelines:** The official guidelines to the CTR Law developed by the CTR Board (RCW 70.94.537).
7. **CTR Law:** The section of the Washington Clean Air Act adopted to accomplish commute trip reductions (RCW 70.94.521-551).
8. **CTR Ordinance:** Local city ordinance that regulates and administers the CTR Programs of affected employers or worksites.
9. **CTR Program:** An employer's strategies to reduce single occupant vehicle use and vehicle miles traveled per affected employee.
10. **Commute Mode:** Means of transportation used by employees, including single occupant vehicles, carpools, vanpools, transit, ferry, train, bicycling, walking, teleworking or working a compressed work schedule.
11. **Compliance:** Fully implementing all provisions of an accepted/approved CTR program or meeting or exceeding the goals of the CTR Ordinance.
12. **Dominant Commute Mode:** The mode of travel used for the greatest distance of a commute trip.
13. **Employee:** Anyone who receives financial or other remuneration in exchange for work provided to an employer
14. **Employee Transportation Coordinator or ETC:** A designated person who is typically an employee of the affected employer and who is accessible to a worksite's employees in order to carry out the CTR requirements of the CTR Law and the CTR Ordinance. The ETC also acts as the employer's liaison with the jurisdiction and other CTR administrators such as transit agencies and the Department of General Administration.
15. **Full Time Employee:** A person other than an independent contractor, scheduled to be employed on a continuous basis for fifty-two (52) weeks for an average of thirty-five (35) hours a week.

16. **Good Faith Effort:** An employer has met the minimum requirements identified in RCW 70.94.531 and the CTR Ordinance of the relevant local jurisdiction and is working collaboratively with the jurisdiction or its agent to continue its existing CTR program or is developing and implementing modifications likely to result in improvements to its CTR program over an agreed upon length of time.
17. **High Occupancy Vehicle or HOV:** A motor vehicle (including motorcycles) occupied by more than one employee for commuting purposes.
18. **Interagency CTR Board:** Chaired by GA, the Board's mandate is to develop and adopt CTR policies and guidelines that promote consistency among state agency CTR programs.
19. **Mode:** The means of transportation used by employees.
20. **Peak Commute Period:** The hours between 6:00 am and 9:00 a.m. (inclusive), Monday through Friday, exclusive of legal holidays.
21. **Single Occupant Vehicle or SOV:** A motor vehicle, including motorcycles, occupied by one employee for commute purposes, including a motorcycle.
22. **Single Occupant Vehicle Trips:** Trips made by employees in SOVs.
23. **Single Worksite:** A building or group of buildings on physically contiguous parcels of land occupied by one or more affected employers.
24. **Subsidy for state employees:** Financial assistance provided to state employees using alternative commute modes and as an incentive in CTR program elements. Alternative commute modes include walking, bicycling, transit, rail, ferry, carpools and vanpools. Employees are not provided financial assistance (subsidy) for telework or compressed workweek schedules because these work options are considered incentives in themselves.
25. **Vehicle Miles Traveled:** The number of miles traveled per person per vehicle. Example: a single occupant vehicle that travels 10 miles to work has a per-person VMT of 10 miles. If there are two people in the vehicle, the VMT per rider is 5 miles. (Length of the trip divided by the number of people in the vehicle.)
26. **Vehicle Miles Traveled per Employee or VMT Rate:** The sum of individual vehicle commute trip lengths made by affected employees over a set period of time divided by the number of affected employees working at the worksite during that period of time.

APPENDIX C

Interagency CTR Board: RCW 70.94.551 (1)

The director of the department of general administration may coordinate an interagency board for the purpose of developing policies or guidelines that promote consistency among state agency commute trip reduction programs required by RCW [70.94.527](#) and [70.94.531](#). The board shall include representatives of the departments of transportation, ecology, and community, trade, and economic development and such other departments and interested groups as the director of the department of general administration determines to be necessary. Policies and guidelines shall be applicable to all state agencies including but not limited to policies and guidelines regarding parking and parking charges, employee incentives for commuting by other than single-occupant automobiles, flexible and alternative work schedules, alternative worksites, and the use of state-owned vehicles for car and van pools and guaranteed rides home. The policies and guidelines shall also consider the costs and benefits to state agencies of achieving commute trip reductions and consider mechanisms for funding state agency commute trip reduction programs.

Interagency CTR Board Members July 2006 through June 2008

General Administration, Chair	Labor & Industries
Community Trade & Economic	Licensing
Development	Lottery
Ecology	Office of Financial Institutions
Transportation	Natural Resources
Attorney General	Revenue
Employment Security	Retirement Systems
Evergreen State College	Social and Health Services
Fish & Wildlife	State Treasurer
Health	Thurston Regional Planning Council
Intercity Transit	Washington Federation of State Employees